

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Staff
Room 604, 1016 16th St.

DATE: 13 December 1961

FROM :

SUBJECT: Records Control Schedule
REFERENCES: Your Memos of 19 Jul 61 and 30 Nov 61

1. We regret the delay in answering your letter of 19 July, but during vacations the reply was held up and the matter became by-passed due to the pressure of other matters.

2. In reply to the last paragraph of your letter, the shelf-filing system is working out very well. We find it much easier to file the material and much easier to find correspondence. The system has worked out especially well on the reference publications, books, etc.

3. We agree with your destruction schedule on the following items which you have listed on Form No. 139:

Item # 1
" # 2
" # 3
" # 11
" # 12
" # 13
" # 14

4. Following are our comments on the other items listed:

Item #3 - While we agree that the long retention time
may become
a storage problem, it appears now that the
problem will be one which will face us in the
distant future. This is because of the
increased storage space we received due to
the complete reorganization of our storage
facilities.

Item #4 -

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